



Title: I, Payroll/Personnel Manual

Chapter:

Bulletin: Title I, 05-5, Modifications to the Time Inquiry-Leave Update System (TINQ)

Date: March 10, 2005

To: Holders of the Payroll/Personnel Manual  
Agency Personnel Offices  
Personnel Officers  
Personnel Users Groups  
T&A Contact Points

Effective March 6, 2005, the Time Inquiry-Leave Update System (TINQ) will be modified to accommodate a new compensatory time off provision that was implemented on January 28, 2005. This new form of compensatory time off was established to provide for time spent by an employee in a travel status away from the employee's official duty station when such time is not otherwise compensable.

As advised in Bulletin TNAINST 05-1, Compensatory Time for Travel, dated February 16, 2005, any compensatory time used while in travel status that was earned from January 28 through February 5, 2005, should have been tracked manually for entry in TINQ at a future date. Beginning March 6, 2005, this data from Pay Period 2 and data for subsequent pay periods will be accepted in TINQ. **Note:** Compensatory time for travel data cannot be reported prior to Pay Period 2.

Compensatory time for travel is recorded on TINQ Program TI 005, Comp Leave & Comp-Oth-Rt. With the implementation of modifications to this program, two new indicators are added:

- C (compensatory time for travel earned)
- L (compensatory time for travel used)

Please note that for all compensatory time for travel records in TINQ, the hourly rate is required to be zero.

Title I, Chapter 7, Section 4, TINQ, which is available at the National Finance Center's (NFC) Web site, has been updated to include the information in this bulletin. The **Latest Update Information** section at the beginning of this procedure provides a summary of the update. To view NFC's home page and/or print this procedure, go to [www.nfc.usda.gov](http://www.nfc.usda.gov) and click the **Pubs & Forms** icon. At the Pubs & Forms page left-hand menu, click **List By Title/Chapter** and search for the TINQ procedure on the list provided.

Please refer questions about TINQ processing to the Payroll Operations Branch at  
**504-255-4630.**

A handwritten signature in black ink, appearing to read "Mark Hazuda". The signature is fluid and cursive, with the first name "Mark" and last name "Hazuda" clearly distinguishable.

MARK J. HAZUDA, Director  
Government Employees Services Division